

## MIDB/BUSINESS OBJECTS ACCESS REQUEST SECURITY UNIVERSE

### A. REQUESTER INFORMATION

1. Employee Name ( <i>Last, First, Initial</i> )		2. Employee ID
3. FACS Agency	4. Work Address	
5. Telephone Number		6. E-mail Address

### B. REQUESTED ACCESS

- The requester must indicate, and the Agency Security Administrator must verify, the needed access type.
- "All universes are composed of information subject to the definition of "public record" under section 2(e)(i) and (ii), MCL 15.232(e)(i) and (ii) of the Freedom of Information Act, MCL 15.231 et seq."
- Security Most Agencies includes data for all agencies with the exception of the Executive, Legislative and Judicial agencies.
- Security Statewide includes data for all State of Michigan agencies.
- Access type is mutually exclusive. Click in the selection box next to the required access type.

Required Approval	Access Type
CS & OFM	Security Most Agencies
CS & OFM	Security Statewide
Reason for Requested Access	

### C. AGENCY AUTHORIZATION SIGNATURES

I agree to protect my user ID and password from unauthorized use. All access under my user ID is my responsibility. All information I obtain with it shall be used only in the proper conduct of State business.

Requester's Signature	Date
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The requester **must** obtain the Supervisor and Agency Security Administrator signatures as well as appropriate authorization signatures for the requested MIDB access indicated in Section B.

Supervisor Signature	Date
MIDB Agency Security Administrator (ASA)	Date
Office of Financial Management (OFM)	Date
HRMN Central Security (CS)	Date

**Please keep this document confidential.**